**NOTICE OF INTENTION TO USE CCTV IN A SCHOOL**

**Please read the Department of Education** [**CCTV use in schools**](https://ppr.mpe.qed.qld.gov.au/pp/cctv-use-in-schools-procedure) **procedure before forwarding to** **Emergency and School Security**

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| **Section 1** | **FORWARDING INSTRUCTIONS** |
| **Attention to: Emergency and School Security via email** **ISBEmergencySecurity@qed.qld.gov.au** |
| **For more information about DoE School Security, including details for your School Security Advisor, visit the** [**School security management**](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/school-security/Pages/default.aspx) **page on OnePortal (DoE employees only)** |

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| **Section 2** | **DETAILS OF SCHOOL** |
| **School name:** |       | **School code:** |       |

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| **Section 3** | **DETAILS OF SCHOOL PRINCIPAL** |
| ***Your details*** | **Name:** |       |
| **Phone:** |       | **Email:** |       |

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| **Section 4** | **FORWARDING INSTRUCTIONS** |
| **Does your school have any existing CCTV cameras?** | **Yes [ ]**  | **No [ ]**  |
| **Location of existing cameras (if applicable):** |
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| **Section 5** | **BACKGROUND OF THE PURPOSE OF CCTV IN YOUR SCHOOL** |
|  | **Please provide a detailed explanation for why you consider that CCTV should be installed at your school – include details of all previous incidents, issues and concerns giving rise to consideration of CCTV:** |
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|  | **Provide dates and details of any consultation which has occurred in relation to the proposed use of CCTV at your school (for example, DoE Regional Office, the Queensland Police Service, the school P&C, neighbours and members of the local community):** |
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|  | **State why you believe CCTV is necessary and how it will achieve the stated purpose noted in your answer to Question 1:** |
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| **Section 5 (cont.)** | **What methods have been used previously at your school to address the safety and security problems you have experienced (for example – security patrols, additional fencing)?** |
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|  | **Have you considered whether there are other options which could achieve your proposed purpose for CCTV, as effectively, or more effectively, than CCTV?**  |
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|  | **Have you considered whether there are other security measures which could be taken in addition to the use of CCTV which could enhance the effectiveness of CCTV at your school? Please provide details.** |
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|  | **Can you identify any privacy risk that might arise through your proposed use of CCTV? What do you propose to do to address these potential risks?** |
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|  | **Have you read the** [**CCTV use in schools**](https://ppr.mpe.qed.qld.gov.au/pp/cctv-use-in-schools-procedure) **procedure and fact sheets, and do you understand your obligations regarding protection of personal information?** |
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|  | **What locations do you intend to install CCTV?**  |
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|  | **Is there any other information you wish to provide in support of your consideration of CCTV?** |
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| **Section 6** | **DETAILS OF SUBMITTING PERSON** |
| ***Your details*** | **Name:** |       |
| **Position title:** |       |
| **Date:** | Click here to enter a date |
|  | **Signature:** |  |